

**Progress Report**  
**Initiative to Transition the AAEP to a Community-Based**  
**Management and Governance Structure and Strengthen the**  
**Mayor's Council on African American Elders**

*December 1 through December 31, 2003*

**Project Background**

The Mayor's Council on African American Elders (the Council) and the Seattle Human Services Department, Aging and Disability Services (ADS) initiated the AAEP project in September 2003. The primary goals are to strengthen the Council through effective member recruitment and retention and to develop a plan for the transition of the AAEP to a community-based management and governance structure. The current project timeline is September 15 through January 31, 2004. This report provides progress on project goals for the period December 1 through December 31, 2003.

**Key Objectives and Activities**

1. Brief executive sponsors, partners and key stakeholders.
2. Hold regular Steering Committee meetings.
3. Recruit Steering Committee members.
4. Draft a comprehensive description of the AAEP, including services and service model.
5. Secure statement of support for project from Executive Sponsors.
6. Initiate Council recruitment process.
7. Improve internal and external communications with and among stakeholders.
8. Develop criteria for selection of a Nonprofit Affiliate.
9. Draft an index that clarifies the major components of the transition plan.
10. Design and implement process for securing community input into the AAEP transition.

**Accomplishments for the Period**

1. Held four Design Team meetings to keep the project on track, identified and resolved issues and concerns and develop strategies to get around barrier to moving the project forward.
2. Finalized criteria for selecting nonprofit agency for project.
3. Finalized work on developing rationale for project: pros and cons.
4. Successful meeting with Senior Services Executive Director and Project Manager to hear their perspective on the transition and to brief them on the progress and status of the project.
5. Conducted research and designed and updated questions for community surveys, stakeholder interviews and focus groups.
6. Updated transition plan index.
7. Completed the progress report for the period November 1 through November 30, 2003
8. Held two Steering Committee meetings that focused on the following key issues: finalizing criteria for selecting an nonprofit affiliate organization, finalizing and updating of project pros, designing a stakeholder input initiative and other items such as nurse recruitment, website development and a revised project timeline.

9. Developed a plan and established a date to hold a special dialogue and briefing session with frontline staff of the AAEP; session to be facilitated by Gayle Johnson, a member of the Steering Committee.
10. Upgraded AAEP Web Site.

## **Key Next Steps**

Over the next month, committees and teams will focus on the following issues and activities:

1. Conduct meeting(s) of managers and senior staff to design a model for services to be provided by the AAEP after it is transitioned to a community-based management and governance structure.
2. Provide project update and briefing for all Executive Sponsors.
3. Provide regular project updates for partners, staff and stakeholders.
4. Establish Council sub-committee for recruitment and retention and implement a member recruitment process.
5. Implement the community input initiative: Hold 4-5 focus groups including one pilot focus groups to test questions, interview 5-8 key informants and survey approximately 100 community members.
6. With help of members of the Council and Steering Committee, refine the existing assessment questions.
7. Draft a model "*operating agreement*" for affiliate nonprofit agency.
8. Complete the proposed index for the project plan narrative and begin writing the narrative descriptions of the process.
9. Develop a clear "statement of impact" of the AAEP transition on clients.
10. Fortify community support for the AAEP.
11. Clarify and describe contract requirements for the AAEP transition.
12. Identify potential candidates for a nonprofit affiliate organization.

## **Summary and Highlights**

During the month of December, the primary focus of the project was designing a process to ensure broad community input into the AAEP transition planning process. In addition, the Steering Committee and Design devoted time and effort finalizing affiliate selection criteria and clarifying the rationale for the AAEP transition. The community input initiative was not part of the original project design. The Director of the Human Service Division and the Director of Aging and Disability Services both recommended securing community input into the transition planning process. As the process has developed, it is clear that these recommendations were on target.

More work remains to be done to strengthen the Council. Candidates for Council positions will be interviewed in January.